

APPLICATION FOR EMPLOYMENT

**City of Balcones Heights
3300 Hillcrest
San Antonio, Texas 78201**

MUST be in black ink, printed, by hand, no typing

Part 1

The City of Balcones Heights considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related legal disability or handicap, or any other legally protected status.

POSITION APPLIED FOR: (circle) PATROLMAN/PAID DISPATCHER PATROLMAN/RESERVE OTHER _____	APPLICATION DATE:
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LAST NAME:	FIRST NAME:	MIDDLE NAME:
CURRENT ADDRESS		
TELEPHONE NUMBER	SOCIAL SECURITY NUMBER	
TEXAS DL/ID (If required for employment) Number: Expiration:	Have you Ever been denied Liability Ins.? _____	

ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT IN THIS COUNTRY? YES NO
(Proof of citizenship or immigration status will be required upon employment)

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED BY THE CITY? YES NO
(If yes, please give name _____)

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? YES NO

DO YOU HAVE ADEQUATE MEANS OF TRANSPORTATION TO GET TO WORK ON TIME EACH DAY AND WHEN CALLED IN ON SHORT NOTICE? YES NO

HAVE YOU BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN TRAFFIC VIOLATIONS? YES NO
(If yes, give date and details of each conviction. A conviction record is not an automatic ban to Employment. The nature of the crime will be considered in relation to the position for which you are applying)

HAVE YOU EVER SERVED IN THE UNITED STATES ARMED FORCES? YES NO
 (If yes, state the branch of service and type of military discharge received. A less than honorable discharge is not an automatic ban to employment. The circumstances of the discharge will be considered in relation to the position for which you are applying.)

HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE? YES NO
 (If yes, please give date:_____)

HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE? YES NO
 (If yes, please give date:_____)

ARE YOU CURRENTLY EMPLOYED? YES NO

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL? YES NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? YES NO

CAN YOU WORK SHIFTS IF A JOB REQUIRES IT? YES NO

WILL YOU WORK OVERTIME WHENEVER SCHECUDLED OR REQUESTED? YES NO

WILL YOU WORK WEEKENDS WHENEVER SCHEDULED OR REQUESTED? YES NO

WOULD YOU ACCEPT PART-TIME WORK? YES NO

WOULD YOU ACCEPT TEMPORARY WORK? YES NO

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? [_____]

EMPLOYMENT OBJECTIVES

Briefly describe your long-range occupational goals:

LANGUAGES

	-----Fluent-----	-----Good-----	-----Fair-----
Speak			
Read			
Write			

EDUCATION

HIGH SCHOOL:

Name:		Address:	
No. Years Completed	Year Left or Graduated	Honors	

COLLEGE:

Name:		Address:	
No. Years Completed	Year Left or Graduated	Degree	

GRADUATE SCHOOL:

Name:		Address:	
No. Years Completed	Year Left or Graduated	Degree	

OTHER SCHOOLS:

Name:		Address:	
No. Years Completed	Year Left or Graduated	Degree	

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ACTIVITIES AND ORGANIZATIONS:

List any scholastic honors you received and professional organizations in which you are active: _____ _____ _____
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EMPLOYMENT HISTORY

Name of Employer			Telephone	
Address	City	State/Zip	Supervisor	
Employment Dates (Mo. /Yr.) From: To:	Position	Salary-Start	Salary-End	
Description of Duties				
Reason for Leaving				

Name of Employer			Telephone	
Address	City	State/Zip	Supervisor	
Employment Dates (Mo. /Yr.) From: To:	Position	Salary-Start	Salary-End	
Description of Duties				
Reason for Leaving				

Name of Employer			Telephone	
Address	City	State/Zip	Supervisor	
Employment Dates (Mo. /Yr.) From: To:	Position	Salary-Start	Salary-End	
Description of Duties				
Reason for Leaving				

Name of Employer			Telephone	
Address	City	State/Zip	Supervisor	
Employment Dates (Mo. /Yr.) From: To:	Position	Salary-Start	Salary-End	
Description of Duties				
Reason for Leaving				

SPECIAL SKILLS AND QUALIFICATIONS

Summarize Special job related skills and qualifications acquired from employment or other experience and any license or Certifications that you Hold:

PERSONAL REFERENCES

Give the name, address and telephone number of three (3) references who are not related to you, and are not previous employers:

1. _____
2. _____
3. _____

ADDITIONAL INFORMATION

Please list any Additional Information you believe would be Helpful:

PERFORMANCE INFORMATION

Do you believe that you will be able to perform each of the functions in the attached job description , with or without accommodation, for the position applied for?

YES

NO

Please describe how you would be able to perform such job functions, with or without accommodation:

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work records, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as personal references to release any personal information that may pertain to my work habits or work performance.

I understand that the City may conduct extensive background, employment, and personal investigations into the representations made by me in this application with regard to my suitability for employment in the position for which I have applied and that I may be asked to provide specific authorization and release of information requests to the City for use in these investigations.

I understand that the City may require applicants for certain positions to satisfactorily complete additional mental tests, physical agility tests, and/or specific skill tests for job related functions prior to employment.

I understand that the City requires all persons receiving an offer of employment with the City to take a urinalysis and/or blood test for drug and alcohol screening as part of an employment physical examination, and that any offer of employment with the City of Balcones Heights is conditional upon the results of my physical examination including urinalysis and/or blood tests for drug and alcohol screens being satisfactory. I understand and agree that if I am employed with the City of Balcones Heights the City will require that I submit to a drug and/or alcohol screen if I apply for promotion. If I am involved in an on the job accident, or if the City has a reasonable suspicion that I am under the influence of drugs or alcohol, and I hereby authorize the release of the results of any physical examinations or drug and/or alcohol tests required herein to the City of Balcones Heights, Texas. I further understand that the City may inspect all desks, lockers, and any bags, including purses or briefcase or parcels brought in to or taken out of the work place, and that my refusal to submit to an urinalysis and/or blood test or search, when requested to do so, may result in the termination of my employment.

I understand and agree that any employee handbook which I may receive will not constitute any employment contract, but will be merely a gratuitous statement of the City's current policies.

I understand and agree that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract or employment, or to confer any right to remain an employee of the City of Balcones Heights, Texas, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Mayor of the City. Both the undersigned and the City of Balcones Heights, Texas, may end the employment relationship at any time, without specific notice or reason, and without liability by the City of Balcones Heights, Texas, to the undersigned except for earned wages or salary.

Date

Applicant Signature

(Please read carefully and understand before signing this Application)